



LOS ANGELES COUNTY  
**DEPARTMENT OF  
MENTAL HEALTH**  
hope. recovery. wellbeing.

## **Los Angeles County Department of Mental Health**

### **Just4me Patient Portal**

### **PRIVACY AND SECURITY POLICY**

Protecting patient privacy and personal information is a priority for Los Angeles County Department of Mental Health (LACDMH). Our experience in dealing with Protected Health Information (PHI) and/or sensitive information has allowed us to develop a comprehensive privacy and security policy. We are committed to protecting the privacy of patients who use the Just4me Patient Portal and demonstrate its firm commitment to privacy through Privacy and Security Policy measures.

#### **Privacy:**

The Just4me Patient Portal provides access to portions of the patient's Electronic Health Record (EHR) which is owned and maintained by LACDMH. The available information is not a complete view of all the data in the patient's EHR.

The Just4me Patient Portal provides limited information about the patient, such as name, date of birth, appointments, social and health history, medications, and lab results.

If a patient shares information available through the Just4me Patient Portal with another person or agency, the patient is responsible for their decision to provide access to their health information and/or potentially other sensitive information.

To protect the patient's health information and/or other sensitive information, the patient and/or other authorized users will use a PIN number provided by LACDMH that will allow only the patient and/or other authorized users to set-up access to their health information when the patient agrees to comply with the LACDMH Just4me Patient Portal Terms and Conditions of Use.

The Just4me Patient Portal registration procedure may require the patient to provide LACDMH with patient contact information; i.e. name, address, email address, and phone numbers, which are needed to provide access to the Just4me Patient Portal.

LACDMH may provide information about the patient to respond to subpoenas, court orders or legal process, or to establish or exercise legal rights or defend against legal claims. LACDMH may find it necessary to share information in order to investigate, prevent or take legal action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the Terms and Conditions of Use, or as otherwise required by law.

The Just4me Patient Portal is not intended for or targeted at your children. LACDMH will not knowingly collect and maintain personal identifiable information directly from children under 12 years of age. The patient must be at least 12 years or over to establish a connection to Just4me Patient Portal.

If a person is legally authorized to view another individual's health record and/or other sensitive information, that person may be given access to Just4me Patient Portal for that other individual. However, various federal and state regulations may prohibit sharing information about minors with their parents or legal guardians. As such, LACDMH may restrict access to the minor's health record and/or other sensitive information and not make it available to their parents or legal guardians through the Just4me Patient Portal.

### **Monitoring and Disclosures:**

The LACDMH Just4me Patient Portal is the property of the Los Angeles County Department of Mental Health and is provided for authorized use and access only. Any or all uses or access of the Just4me Patient Portal, including all of its data, may be monitored, recorded, read, copied, or captured and disclosed in any manner for any lawful or authorized purpose. Use or access of the Just4me Patient Portal, authorized or unauthorized, constitutes consent to such monitoring, recording, reading, copying or capturing and disclosure. Unauthorized or improper use or access of the Just4me Patient Portal may result in termination of access and use.

### **Disclaimer of Liability:**

LACDMH reserves the right to make changes and improvements at any time and without notice, and assumes no liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies. The health information contained herein should not be a substitute for the advice of a psychiatrist and/or other health care provider.

### **Security:**

The Just4me Patient Portal and Applications have security measures in place that are intended to help protect against the loss, misuse, unauthorized access or alteration of information under our control. These measures include encryption of data using the Secure Socket Layer (SSL) system, and using a secured messaging service when we send your personal information electronically to the websites or the Applications. Despite these measures, the confidentiality of any communication or material transmitted to or from us by Internet, text message or email cannot be guaranteed. No system can perfectly be guarded against variety of risks, intentional intrusion or inadvertent disclosure of information. Information will be transmitted over a medium that is beyond our control. Once the information is received by us, your medical information will be treated as confidential and given the same protection that all other medical records are given.

It is extremely important that every user's Just4me Patient Portal user ID and password is kept in a secure location and completely confidential. It is the responsibility of the user to prevent disclosure of the temporary PIN registration number and password and to change the password and password hint if the user believes that the password has been compromised. LACDMH shall not be liable for any damages that results from users' negligence or failure to keep their password secure. The users can change their password and password hint online at any time.

**Third Party Websites:**

The Just4me Patient Portal may provide links to other websites. The LACDMH Privacy and Security Policy apply solely to the use of the Just4me Patient Portal and do not extend to any affiliated Sites or links to other third party sites. Carefully read their privacy and security practices before providing information to any of these sites.

**Privacy and Security Policy Revisions:**

This Privacy and Security Policy may be revised, as needed. The patient should periodically review this Privacy and Security Policy for any updates or changes that may affect them.